



BUSINESS INCUBATION CENTRE ADMISSION MARCH 2024 INTAKE

This form **MUST** be completed in **BLOCK LETTERS** and submitted together with required attachments to:
**The Manager, Business Incubation Centre, MUBAS,
P/Bag 303, Blantyre 3.**

PHOTO

APPLICANT NUMBER (For office use only):.....

A. ELIGIBILITY

1. The minimum qualification is PSLCE.
2. Candidates must be 18 years and above.

B. CANDIDATE INFORMATION

1. Surname: _____ First Name: _____ Initials: _____
2. Date of Birth (DD/MM/YYYY): ___/___/___ Sex: M F Nationality: _____
3. Home District: _____ T/A: _____ Village: _____
4. Contact Address: _____

5. Tel: _____ Mobile: _____ Email: _____

C. NEXT OF KIN INFORMATION

1. Name: _____
2. Relationship (e.g. Father, Mother, Uncle, Wife, etc.): _____
3. Address: _____
4. Tel: _____ Mobile: _____ Email: _____

D. ACADEMIC RECORD

Indicate highest level of education by ticking appropriate box and attach supporting evidence.

PSLCE: JCE: MSCE: BSC: Other: Specify _____

E. WOULD YOU LIKE TO DECLARE ANY DISABILITY THAT WOULD IMPACT YOUR LEARNING?

No: Yes Specify (e.g. hearing impairment) _____

F. PROFESSIONAL QUALIFICATION (provide details in spaces provided and attach certificates)

No	Name of Institution (e.g. MUBAS, UNIMA, Soche)	Award Obtained (e.g. Certificate in Electrical and Electronics Engineering, Trade Test level I.)	Year of Award
1.			
2.			
3.			
4.			
5.			

G. PROGRAM SPECIFICATIONS (indicate the course applied for by ticking in the right-hand box).

S/N	Course Name	Fees (MWK)	Topics to cover	Tick (✓)
1	Food Processing	150,000.00	<ul style="list-style-type: none">• Introductory food processing, safety and hygiene.• Basics in pasta (spaghetti), sausages, mayonnaise, peanut butter, jam making, etc.• Basics in baking cakes, biscuits, bread, scones, etc.	
2	Tailoring and Designing	150,000.00	<ul style="list-style-type: none">• Introductory tailoring and designing.• Body measurements.• Fabric layout, estimates, and cutting.• Making garments for children, ladies, and gentlemen.	
3	Soap Making	150,000.00	<ul style="list-style-type: none">• Chemistry and safety measures of soap making.• Making various soaps; bar soap, liquid soap, shampoos, etc.	
4	Audio-Visual Media Production (Radio/Video/Print)	150,000.00	<ul style="list-style-type: none">• Radio presentation and program production.• Videography and editing skills.• Newspaper and online writing skills.• Photojournalism.	
5	Briquettes Making	150,000.00	<ul style="list-style-type: none">• Fundamentals of briquette making.• Safety and quality control in briquette making.• Making briquettes from various raw materials and techniques.	
6	Electrical Installation and Maintenance	200,000.00	<ul style="list-style-type: none">• Introduction to electrical systems.• Safety protocols and regulations in electrical work.• Residential or household wiring.• Electrical troubleshooting.	

NB: Entrepreneurship module is compulsory for all course participants and a business plan is evaluated through a pitch at the end of the program.

H. PROGRAM DELIVERY TIMES

The program will be offered only on week days.

I. INDEMNITY

1. All tuition fees must be paid to the following National Bank Account:
Account name : **MUBAS Business Incubation Centre**
Account number : **1005479068**
Account Type : **Current**
Service center : **Chichiri Branch**

2. Fees should be paid in FULL or by instalments (a maximum of two) during registration, with the initial payment at least HALF and the balance MUST be settled within 30 days of the initial instalment.
3. Candidates shall strictly follow MUBAS student rules and regulations.

4. Declaration by candidate:

I, _____ do confirm that I have given all the information required truthfully and accurately to the best of my knowledge and belief.

Signature: _____ Date (DD/MM/YYYY): ____/____/____

J. APPLICATION CHECKLIST (please tick the box on the right if your answer is a YES)

Item	Tick (✓)
Have you completed all relevant sections of this form?	
Have you deposited the nonrefundable registration fee and attached a machine-printed deposit slip bearing your name to this form?	
Have you attached copies of the certificate(s) or statement of result(s) that you have indicated?	
Have you provided a passport size photo?	

K. FORM SUBMISSION

Submit your completed form through the following options:

1. An envelope, containing the application form, clearly marked ATTENTION: BUSINESS INCUBATION CENTRE MANAGER should be dropped either at Porters' Lodge, MUBAS main campus or at Incubation Centre Office at Trade Fair ground.
2. Post or courier the application form to:
 The Manager,
 Business Incubation Centre,
 Malawi University of Business and Applied Sciences,
 P/Bag 303,
 Chichiri, Blantyre 3.
3. Email the application form to incubationmanager@mubas.ac.mw with the subject: Application for Business Incubation Short course.

L. ORIENTATION

The orientation date for this cohort will be communicated through a phone call to all successful applicants.

AN INCOMPLETE FORM WILL NOT BE CONSIDERED